

BY ORDER OF THE COMMANDER

**70TH INTELLIGENCE WING
INSTRUCTION 36-2802**

21 MARCH 2003



Personnel

***AIRMAN, NONCOMMISSIONED OFFICER,
SENIOR NONCOMMISSIONED OFFICER,
FIRST SERGEANT AND COMPANY GRADE
OFFICER OF THE QUARTER AND YEAR
PROGRAMS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

OPR: 70 IW/CCA (MSgt Tyrone V. Jones)

Certified by: 70 IW/CCC
(CMSgt Thomas M. Giroir)
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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*. This instruction establishes the Airman, Noncommissioned Officer, Senior Noncommissioned Officer, First Sergeant, and Company Grade Officer of the Quarter and Year Programs. The purpose of this instruction is to recognize and reward deserving airmen, NCOs, senior NCOs, and company grade officers who display outstanding initiative and ability in duty performance, military dress and bearing (as applicable), and involvement in community activities. This instruction applies to all 70th Intelligence Wing (70 IW) personnel who meet the eligibility criteria in their respective category. It is necessary to recognize individuals who have distinguished themselves by exemplary duty performance, significant contributions to the military or civilian community, or personal achievements. The wing recognizes the outstanding airmen (AMN), noncommissioned officers (NCOs), senior noncommissioned officers (SNCOs), civilians and company grade officers (CGOs) on a quarterly and annual basis. In addition, the Wing recognizes the outstanding First Sergeant on an annual basis. The guidance for quarterly and annual awards is subject to change per MAJCOM direction. The quarterly and annual competition is limited to personnel assigned to 70 IW. It applies to all personnel assigned, attached, or co-located to this wing. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records notice F033 AF CIC C, *Privacy Act Request File*, applies. Maintain and dispose of records created, as a result of processes prescribed by AFI 33-322 in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFI 33-338).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication updated general information to add junior, intermediate and senior civilians on quarterly/annual basis, deleted all references to the technician of the quarter/year and included information on the annual awards week.

1. Responsibilities and Procedures :

1.1. Wing Commander :

- 1.1.1. Establishes and implements a fair and equitable selection system, giving all eligible personnel the opportunity to be considered.
- 1.1.2. Reviews and approves board results.
- 1.1.3. Ensures wing award winners receive appropriate recognition.

1.2. The Command Chief Master Sergeant :

- 1.2.1. Establishes review boards to score nomination packages. The Wing board members will consist of the 3 group superintendents and 1 senior member from the 70 IW staff directorate offices (determined by the Command Chief).
- 1.2.2. Provides nomination package and score guidance to board members. Briefs board members on the board procedures.
- 1.2.3. Resolves disagreements between board members. Briefs the 70 IW vice commander (70 IW/CV) and the 70 IW commander (70 IW/CC) on board results.

1.3. 373 IG (Misawa), 543 IG (Medina and Ft Gordon), 694 IG (Ft Meade) and 70 IW Staff (includes Wing directorates):

- 1.3.1. Establish local suspense dates, nomination procedures, and board processes.
- 1.3.2. Forwards local winners' nomination packages to 70 IW/CCA for competition at the Wing level no later than published 70 IW suspense dates.
- 1.3.3. 8X10 photo of local winner for placement in the Wing's hall of fame for respective award period. This photo must accompany the nomination packages.

1.4. 70 IW/CCA

- 1.4.1. Establishes suspense dates for all nomination packages in coordination with the 70 IW Command Chief. Publishes and distributes suspense dates to all group/elements.
- 1.4.2. Prepares group winners' packages to meet the wing board. Selects board members with approval from 70 IW/CCC. Sends and receives nomination packages to board members. Consolidates results for 70 IW/CCC.
- 1.4.3. Orders/picks up awards for winners.

1.4.4. Prepares congratulatory letters and awards for winners and ensures distribution to their units.

2. Eligibility Criteria:

- 2.1. All Air Force specialties assigned to the wing are eligible to compete in the following categories: Airman, NCO, SNCO, CGO, and Civilian.
- 2.2. Must present proper Air Force image in dress and appearance and display exemplary bearing and behavior.
- 2.3. Must have been assigned for a minimum of 6 months of award period for nomination for annual awards.

3. Nomination Procedures :

- 3.1. Quarterly Awards: Each Group and 70th Wing Staff may submit only one nominee in each category to 70 IW/CCA NLT 3rd Friday of the month following the end of the quarter. Quarters are Jan – Mar, Apr – Jun, Jul – Sep, Oct – Dec.
- 3.2. Annual Award: Each Group and 70th Wing Staff may submit only one nominee in each category to 70 IW/CCA. Date of submission is determined by suspense date for 8 AF/CCC Annual Awards.
- 3.3. Nomination packages are prepared on AF Form 1206, Nomination for Award (Provide a soft copy). They will be prepared in bullet format, single-spaced (front side only for quarter awards, 24 lines only to include category headings; for annual awards, a full 2 pages for enlisted and 1 full page for civilian and CGO). Use the following headers: Leadership and Job Performance in Primary Duty, Significant Self-Improvement, Base and Community Involvement.
- 3.4. [Attachment 2](#), [Attachment 3](#), [Attachment 4](#), [Attachment 5](#), and [Attachment 6](#) provide examples of documents/formats for nomination packages. [Attachment 2](#) gives a sample letter when submitting an individual for quarterly/annual awards. [Attachment 3](#) consists of the instructions for completing AF 1206. This shows headings for each category, what to include and how to format. [Attachment 4](#) is the standard bio format to be used in submitting packages. These are "good to have" for quarterly packages but, a requirement for annual packages. [Attachment 5](#) is the general information sheet used for annual award submission. [Attachment 6](#) is a sample of statement of intent, which states if selected for 12 Outstanding Airman of the Year, the individual will not apply for a commissioning program.

4. Program Publicity : To ensure the program gets publicized, CCA will:

- 4.1. Submit the winners' nomination package to Public Affairs (PA) for development into an article for the 70th Intelligence Wing newsletter, "The Eagle" and/or news release for all applicable outlets.
- 4.2. In coordination with PA, assist the selectee in submitting a Home Town News Release.

JAMES O. POSS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*

Abbreviations and Acronyms

AMN —Airman

CGO —Company Grade Officer

NCO —Non-commissioned Officer

SNCO—Senior Non-commissioned Officer

Attachment 2

SAMPLE MEMORANDUM FOR QUARTERLY AND ANNUAL AWARDS PACKAGES

MEMORANDUM FOR 70 IW/CC

FROM: Appropriate Group/CC

9805 Love Road, Suite 213

Fort Meade 20755-5260

SUBJECT: Nomination for (Amn/NCO/SNCO/Civilian/Officer) of the Quarter/Year for 20- (First Sergeant of the Year)

The 694 IG/CC is pleased to announce that TSgt John Q. Smith, 123-45-6789, is our nominee for NCO of the Quarter, 1 January 20- through 31 March 20__ /Y ear for 20__.

Appropriate Group/CC

SIGNATURE BLOCK

Attachments (For Quarterly Package)

1. AF Form 1206
2. 8X10 photograph
3. Softcopy

Attachments (For Annual Package)

1. AF Form 1206 (limit 2 pages)
2. Biography
3. General Information Sheet
4. Statement of Intent
5. Photos
6. Records Review RIP
7. Computer Disk

Attachment 3**INSTRUCTIONS FOR COMPLETING AF FORM 1206 FOR QUARTERLY AND ANNUAL**

A3.1. Prepare in bullet format. Limit to front side only for quarter awards, 24 lines only to include category headings; for annual awards, a full 2 pages for enlisted and 1 full page for civilian and CGO. Achievements listed should distinguish the airman from their peers. All achievements must have occurred during the quarter in which member is being nominated. The following headings will be used; **DO NOT DEVIATE**:

A3.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

A3.1.1.1. Significant acts or achievements performed in the nominee's primary duty during applicable quarter/year.

A3.1.2. BASE AND COMMUNITY INVOLVEMENT:

A3.1.2.1. Includes social, cultural, or religious activities.

A3.1.3. SIGNIFICANT SELF IMPROVEMENT:

A3.1.3.1. Includes, but not limited to: Off-duty education, achievements in professional or cultural societies or association and development or creative abilities.

Attachment 4**STANDARD BIOGRAPHY FORMAT**

(Limit to one, single-spaced, typewritten page)

TECHNICAL SERGEANT JOHN P. SMITH

123-45-6789

AFSC: 3A051, ADMINISTRATIVE SPECIALIST

Technical Sergeant John P. Smith is an Administrative Specialist assigned to the 694th Intelligence Group, Fort George G. Meade, Maryland. He is 23 years old.

Sergeant Smith was born in Lexington, Kentucky, on 29 June 1961. He attended Central High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him the team's coveted Patterson Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1979, Sergeant Smith was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 1980 and was called to active duty in 1981.

On completion of basic military training at Lackland Air Force Base, Texas, in 1981, Sergeant Smith began technical training as an Administrative Specialist at Keesler Air Force Base, Mississippi, where he was an honor graduate (Dec 81). He was then assigned to Fort George G. Meade Army Installation, and began on-the-job training for his five-skill level.

Sergeant Smith is married, and he and his wife actively participate in the local church where he is a youth counselor and she is in the choir. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

Attachment 5**GENERAL INFORMATION SHEET**

NAME OF AWARD: AMN/NCO/SNCO/CIVILIAN OF THE
QUARTER/YEAR
FROM: UNIT
INCLUSIVE DATES OF
ACHIEVEMENT: 1 JANUARY 20__ - 31 MARCH 20__
NOMINEE: JOHN P. SMITH
GRADE: TECHNICAL SERGEANT
CATEGORY OF COMPETITION: AIRMAN, NCO, SENIOR NCO,
FIRST SERGEANT, CIVILIAN or CGO
SSN: 123-45-6789
DOR: 15 JANUARY 20__
PRESENT ORGANIZATION
AND STATION: 694TH INTELLIGENCE GROUP
9801 LOVE ROAD
FORT GEORGE G. MEADE, MD 20755

PROJECTED ASSIGNMENT**AND REPORTING DATE:**

PERMANENT HOME ADDRESS: 1234 ANY STREET
ANYWHERE, PA 98765

NOMINATED FOR: Airman/NCO/SNCO/First Sergeant/Junior or Senior Civilian/CGO of the Year for his excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative services provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, 694th Intelligence Group.

****INCLUDE STATEMENT THAT MEMBER HAS NOT HAD AN OPEN UNFAVORABLE INFORMATION FILE (UIF) DURING THE PERIOD FOR WHICH THIS NOMINATION IS BEING SUBMITTED.**

NOTES:

1. LEFT MARGIN MUST BE 1 INCH.
2. THERE WILL BE NO TITLE TO THIS PAGE.
3. FORMAT WILL BE AS SHOWN, ABOVE.

Attachment 6

TATEMENT OF INTENT

MEMORANDUM FOR 8AF/XXXX

FROM: UNIT

AIC John Q. Doe

SUBJECT: Statement of Intent

I have not applied for a commissioning program and, if selected as one of the 12 OAY will not apply for a commissioning program at any time during my tenure as one of the 12 OAY. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.

JOHN Q. DOE, AIC, USAF

123-45-6789

NOTE: THIS STATEMENT WILL BE COMPLETED ON PLAIN BOND PAPER